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ATTACHMENT E

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TO: Chief, [] Base

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FROM: FPA Team - []

SUBJ: Report of Visit of FPA Team to []

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1. This memorandum summarizes the accomplishments and recommendations of the FPA team resulting from its visit to [] during the period 19 January through 2 February 1960, for the purpose of giving assistance in the establishment of Type II FPA records.

2. The accomplishments were as follows:

a. A complete physical inventory was initiated of all household furniture and accomplished by a house-to-house inspection and count.

b. A complete physical inventory was initiated and accomplished of all administrative office furniture and equipment located in the [] office building.

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c. A complete physical inventory was initiated and accomplished of all [] technical items located in the laboratory in the [] office building.

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d. The physical inventory figures (except for household goods) were reconciled with the CMR, and lists were prepared of discrepancies, overages and shortages, between the CMR and the inventory figures.

e. Materiel records based on the physical inventories were extended and verified as to unit prices and total monetary value.

f. The Materiel Records were taped by materiel units, 1 through 7, including household furniture, to determine the opening monetary value of the inventory.

g. A dispatch to Headquarters was drafted to report the beginning monetary value of inventory in accordance with Type II FPA procedures. The lists of discrepancies prepared under 2d above were made a part of the dispatch to Headquarters.

h. A Voucher Register was established for recording the opening inventory value and subsequent transactions which affect the Stock Record Account.

S E C R E T

S E C R E T

i. Receipts and issues affecting the Stock Record Account were posted to the Voucher Register, except for household shipments, which were all included in the opening inventory.

j. Assistance was given in reconciling the transfer documents received from the Station with the inventory count slips.

k. The Type II FPA procedures handbook was reviewed with the ☐ Logistics Officer. Detailed explanations were made of the different forms required to be used and the reporting procedure to be followed.

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NOTE: The accomplishments enumerated in paragraphs 2i and 2j above, were based upon documentation made available to the FPA team.

3. Recommendations for the maintenance of Type II FPA procedures at ☐ are as follows:

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25X1A

a. Appoint an accountable officer who will be accountable for all ☐ property, and who will be responsible for the maintenance of the accountable records in accordance with ☐

b. Establish a central receiving point for the receipt of all supplies and equipment to insure that the accountable officer, or his designee, checks all deliveries of materiel against invoices, shipping documents, transfer documents etc. This central point should also serve for clearing all transfers and disposals of materiel. Only by means of such a control as indicated can proper accountability be maintained over materiel.

c. Insure that hand receipts are obtained from each individual to whom non-expendable property is issued as materiel is received. An extra copy of the shipping document, transfer record, invoice, etc., will serve this purpose in lieu of preparing hand receipts.

d. Review and up-date all current hand receipts. Revise hand receipts for household goods to agree with the physical inventory as soon as possible.

e. Obtain hand receipts for non-expendable materiel issued for which no hand receipt is currently on file. This should be accomplished through physical inventories of materiel where necessary.

f. Obtain hand receipts for non-expendable materiel (identified by serial numbers when appropriate) which has "personal" appeal even though such items are used within the ☐ office building. Examples are: radios, brief cases, portable typewriters, etc. All ☐ technical items located in the LAB should be charged on hand receipts.

25X1A

25X1A

S E C R E T

g. Establish and maintain a central requisition file for items requisitioned from Headquarters. Requisitions issued to Headquarters should be signed by the accountable officer or his appointed designee. Requisitions for [] technical items should be concurred in by the technical office ordering the materiel.

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h. Advise Headquarters that all technical [] items are to be issued to [] rather than to the Station. This will avoid handling any additional documentation between [] and the Station.

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i. Follow up on [] type materiel reported to Headquarters as excess, obsolete or unserviceable.

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j. Dispose of all administrative type items, such as radios, phonographs, etc., which have become unserviceable through fair wear and tear. Disposal should be accomplished by local sale or destruction, as appropriate.

4. Upon return from its next assignment, and before departing for Headquarters, the FPA team will be glad to review any work accomplished by [] personnel as recommended above, and give assistance and advice on procedural problems which may arise during the interval.

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5. The members of the FPA team wish to express their appreciation for the courtesies and assistance extended by Base personnel which have contributed to the accomplishment of its mission.

S E C R E T